

MAY 11 2018

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Approved

REQUEST FOR AGENDA PLACEMENT FORM

Submission Deadline - Tuesday, 12:00 PM before Court Dates

SUBMITTED BY: Ralph McBroom

TODAY'S DATE: April 23, 2018

DEPARTMENT: Purchasing

DEPARTMENT HEAD: Ralph McBroom

REQUESTED AGENDA DATE: May 11, 2018

SPECIFIC AGENDA WORDING: Consider and approve renewal of RFB 2017-702 Maintenance of Office Equipment with Hewlett Office Systems. This is the first renewal of four renewal options for Johnson County.

PERSON(S) TO PRESENT ITEM:

Ralph McBroom C.P.M.

SUPPORT MATERIAL: (See attached)

TIME: 5 min

(Anticipated number of minutes needed to discuss item)

ACTION ITEM: X
WORKSHOP
CONSENT:
EXECUTIVE:

STAFF NOTICE:

COUNTY ATTORNEY:

AUDITOR:

PERSONNEL:

BUDGET COORDINATOR:

IT DEPARTMENT:

PURCHASING DEPARTMENT:

PUBLIC WORKS:

OTHER:

*****This Section to be completed by County Judge's Office*****

ASSIGNED AGENDA DATE: _____

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE _____

COURT MEMBER APPROVAL _____ Date _____

County of Johnson, Texas



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April 17, 2018

Hewlett Office Systems
PO Box 95
Cleburne, TX 76033
RE: RFB 2017-702 Maintenance of Office Equipment

Dear Justin,

Our contract with Hewlett Office Systems expires June 30, 2018. Johnson County would like to exercise our option to renew with your firm for another year at the same pricing pending your agreement and Commissioners Court approval. The new contract dates will be July 1, 2018 through June 30, 2019. Please sign below and return to me via email.

Sincerely,

Ralph McBroom, CPM
Johnson County Purchasing Agent

YES, I want to renew for another year

4/18/18
(Date)

NO. I do not want to renew

(Date)